

State of New Jersey

DONALD T. DIFRANCESCO Acting Governor DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
P. O. BOX 230
TRENTON, NEW JERSEY 08625-0230
(609) 984-9703

PETER R. LAWRANCE Acting State Treasurer

November 30, 2001

Ref: 02-X-32533

Inmate/Resident Telephone

Control Service

Original Bid Opening Date: November 1, 2001 Revised Bid Opening Date: December 20, 2001

Addendum #3

To All Attendees of the Bidder's Conference

The following revisions and clarifications are made to the referenced Request for Proposal (RFP):

- 1. Page 13, Section 6.2.2.2 the following is added to this section:
 - Severity Level 1: An equipment/service conditions or malfunction not critical to the DOC or JJC and services can effectively continue until repairs are completed.
 - Severity Level 2: An equipment/service failure or malfunction that is not currently
 impairing the DOC or JJC's ability to provide service. However, if additional failures or
 malfunctions occur, prior to repair, this will cause the DOC or JJC to be operating at a
 reduced capacity.
 - Severity Level 3: An equipment/service failure or malfunction that prohibits the DOC or JJC's ability to provide acceptable service. All or partial service is limited to a reduced capacity. This reduced capacity exists when 25% or more of the facility is out of service.

- 4. Severity Level 4: An equipment/service failure or malfunction that significantly impairs the DOC or JJC's ability to properly process; outgoing calls. A severity level 4 exists when a DOC or JJC facility is to a large extent out of service.
- 2. Page 14, Section 6.2.5 Call Billing, the following is added after the first sentence:
 - Local service chargers not to exceed \$2.00
- Page 17, Section 6.3.1 Authorized System Features, last paragraph, delete "All recording equipment must be compatible with existing system to read all discs currently on file."
- 4. Page 17, Section 6.3.1 Authorized System Features, add the following paragraph to this section: All information should be retrievable in a printed format or other electronic media. These records shall be retained by the Contractor for the life of the contract and transferred to the State at the termination of the contract.
- 5. Page 17, Section 6.3.3 Usage Studies, delete •Inmate/resident SBI number.
- All references to 01-X-32533 should read 02-X-32533.
- 7. Page 1, Item 13, delete "1 days after receipt of order."
- 8. Page 9, Section 6.1.3 Call Routing, this section is revised to read as follows:
 - The Contractor will bear all costs of miss-routed calls such as those resulting from improperly programmed Inmate/Resident approved telephone numbers.
- 9. Page 10, Section 6.1.6, Dialing Plan, the following sentence is added to this section:
 - Due to up coming area code additions, all dialing service must be compatible to upgrade for this service.
- 10. Page 15, Section 6.3, Inmate/Resident Telephone Control System, the third listing under the information to be provided on the bubble form should read: Name of Inmate/Resident
- 11. Page 16, Section 6.3.1 Authorized System Features, the fifth item down should read as follows: Automated voice announcement to the called party identifying Correctional Facility name and address and a prerecorded Inmate/Resident name.
- 12. Page 17, Section 6.3.2 System Controls and Restrictions, the following is added to this section:
 - Time limit may be set on total minutes per month for all calls, per Inmate/Resident, excluding the approved general population numbers.

13. Page 17, Section 6.3.3 Usage Studies, the following is added to this section:

Disconnect reason

- 14. The following section is added to 3.0 Bidder's Information:
 - 3.15 Compliance with Set-Aside Subcontracting

This is a contract with set-aside subcontracting requirements. The bidder must return with its bid proposal a completed Notice of Intent to Subcontract from listing all subcontractors that it intends to use during the course of the contract. Failure to do so will be sufficient cause to reject a bidder's proposal as non-responsive.

Bidders intending to utilize subcontractors must also include a completed and signed Subcontractor Utilization Plan. Failure to do so will be sufficient cause to reject a bidder's proposal as non-responsive.

See attached Notice to all Bidders, Notice of Intent to Subcontract Form, Subcontractor Utilization Plan Form.

Below are questions received on the referenced RFP and their responses:

Question 1: Page 1, Section 2.0 Background, Please identify the 29 State Correctional/JJC facilities by name and location and if any of the facilities are within the same complex and can be supported with one central call processor?

Response: See attached list of facilities which was distributed at the Bidder's Conference.

Question 2: Page 1, Section 210, Background, Would the State provide the inmate/resident population and phone count by facility?

Response: See attached list of facilities which was distributed at the Bidder' Conference.

Question 3: Page 1, Section 2, Background, Would the State provide the inmate/resident call detail by facility including local Intra State IntraLata, Intra State InterLata, and Interstate InterLata?

Response: Waiting for current contractor to provide detailed information. Will be provided in a future addendum.

Question 4: Page 1, Section 2.0, Background,

- (1) What is the current commission percentage provided by AT&T?
- (2) (2) How does the State use the Commission?

Response:

- (1) Inter-Lata/International: 32% Local/Intra-Lata: 27%
- (2) General Fund

Question 5: Page 1, Section 2.0, Background, What are the current rates for local, IntraState IntraLata, IntraState InterLata and Interstate InterLata calls place by inmates/residence?

Response: Verizon New Jersey Tariff - BPU-2 Exchange Service

Question 6: Page 3, Section 3.5, Please verify that this contract for Inmate Telephone Service is not a "public works" contract as defined in N.J. Statue 34:11-56.26 and is not subject to the Public Works Contractor Registration Act. Is this correct?

Response: Section 3.5 clearly states that Contractors must be in compliance with the Public Works Contractor Registration Act.

Question 7: Page 4, Section 3.8, When will the public bid opening be held and what information will be released upon opening?

Response: See the above revised bid opening date December 20, 2001. Schedule G will be read and the Evaluation Criteria Weight will be available at the bid opening.

Question 8: Page 14, Section 6.2.6, "Individual and Bulk Station Feature Changes." What types of change is the State anticipating that will require six months notice?

Response: None anticipated at this time.

Question 9: Page 10, Section 6.1.5, Item states that "only new on site equipment will be acceptable for all systems and telephones in each correctional facility." Will the incumbent vendor, AT&T, also be required to replace all on-site equipment including telephones and ancillary supporting equipment.

Response: Yes

Question 10: Page 10, Section 6.1.7, Is the State currently billed for any services required for the provision of the inmate telephone system provided by the incumbent vendor AT&T?

Response: No

Question 11: Page 13 & 14, Section 6.2.4, Will the State allow for 2 digit speed dial numbers to be used for access to toll free numbers rather than allowing for the inmate to dial the actual number?

Response: No. Two digit speed dialing is not allowed. Two toll free numbers are accessible by dialing a fictional number programmed through the system provider. The two toll free number are the AIDS hotline and the DOC Ombudsman.

Question 12: Page 15, Section 6.3,

- (1) Does the State use Bubble Forms today?
- (2) Will the State provide a sample form?
- (3) Is it the State's intent to have all the Inmate/Resident information obtained with the Bubble Form to reside on the Inmate Telephone System, or will the State download this information to a separate State owned and operated database?

Response:

- (1) No
- (2) Yes, see attached
- (3) Inmate Telephone System

Question 13: Page 15, Section 6.3, Why is the State considering the use of Bubble Forms?

Response: Speed and Efficiency

Question 14: Page 15, Section 6.3, In what format is your present inmate database?

Response: Unknown, handled by the Incumbent.

Question 15: Page 16, Section 6.3.1,

- (1) Can State provide the specific locations where cutoff keys will be required?
- (2) If System can provide electronic capability to shut off phones will cutoff keys still be required?

Response:

- (1) Yes, Center Control
- (2) Yes, manual switches are required at all facilities.

Question 16: Page 17, Section 6.3.1, What make and model is your present recording system and what format are the recording stored in, i.e. cartridge, real to real, CD, etc.

Response: Dictaphone, tapes.

Question 17: Page 18, Section 6.4, How do you presently administer phone calls for hearing impaired inmates?

Response: Amplified headsets on some Inmate phones or the facilities separately handles calls through a social worker.

Question 18: Page 19, Section 6.5,

- (1) Who presently owns your cable from mdf to idf and to the inmate phone?
- (2) Do you presently have Porta type lightening protection on facility cables connecting remote buildings to the main Administration phone room?
- (3) Do you expect or forecast additional phone installations during the implementation phones?
- (4) Will you allow site surveys prior to the RFP proposal submission?

Response:

- (1) State owned
- (2) Yes
- (3) No
- (4) Yes, State has chosen representative locations for site surveys, DOC Garden State, DOC Albert C. Wager and JJC Juvenile Modern Security Facility.

Question 19: Page 20, Section 7.1.1, May the bidder submit multiple solutions in one proposal or does the State required multiple bids with only one solution per bid?

Response:

Multiple solutions in one proposal.

Question 20: Page 25, Section 7.7.5, Would the Department accept a centralized pin administration solution?

Response:

Yes, will have to be partitioned by facility.

Question 21: Page 32, Section 9.0, Please clarify that the reference to "Request for Proposal 01-X-32533" refers to bid No. 02-X-32533?

Response: See Revision 6 to the RFP above.

Question 22: Standard Terms and Conditions, Pages 2 to 7, Please verify that the State will delete Standard Terms and Conditions that do not apply to the resulting contract. For example, Volunteer Fire Departments and the State and County Colleges will not be purchasing Inmate Telephone Services under the resulting Contract (Sections 3.7, 3.8, 3.9, 3.10).

Response:

Section 1.0 clearly states that that the contract should be extended only to county correctional facilities, this supercedes any provision to the contrary in the Standard Terms and Conditions.

Question 23: At what time (estimated month) does the State anticipate that the installation and testing of the six systems/vendors will begin?

Response:

Within two months after bid opening.

Question 24: Are there any County or State facilities that will be added to the contract that are not listed?

Response: No.

Question 25: Would the state consider a 30-day extension for proposal due date based on the number of questions and the additional material need to evaluate the procurement?

Response: See revised Bid Opening date above.

Question 26: Page 1, Section 2.0 Background, Please provide a list of the 29 New Jersey Correctional sites and the associated phone count.

Response: See response to Question 1 above.

Question 27: Page 1, Section 2.0, Background, Please provide a list of the 29 correctional sites to include by month the annual minutes, messages and the local, IntraLata and InterLata revenue by sites.

Response: See response to Question 3 above.

Question 28: Page 16, Section 6.3, "The contractor will provide, at no charge to the State, scanners at each correctional facility and toll free access to the system software for processing bubble forms. Scanning of these forms may be performed by the DOC and/or JJC staff. Please explain "bubble forms" and the process for using them.

Response: Once the form is completed by the Inmate/Resident, the completed form will be inserted into the Scanner, a PIN number will be randomly generated, information automatically updated into the system and a report transmitted back to the facility with the acceptance, PIN number and the Inmate/Resident.

Question 29: Page 15, Section 6.2.7 System Administrators, How many system administrators are presently assigned to the State correctional facilities? Are they dedicated by site, do they report to the facility and what are their responsibilities.

Response: Two institutions for one administrator. CRAF (the Central Reception Assignment Facility) will have its own administrator.

Question 30, Page 11, Section 6.1.8, Please explain the two month equipment trial. What size facility will be tested? Will the present Call Control equipment be removed during the trial period and replaced with the trial equipment or installed side by side? Will the phones be replaced with the trial phones for use by the inmates or will there be a test phone(s) located in the equipment room or another location?

Response: There will be a four month trial. Equipment will be installed side by side and two telephones will be replaced for the trial period per vendor.

Question 31: Page 18, Section 6.4, "The DOC/JJC will supply 2500 type telephones to work with this system with specified units." Please explain 2500 type telephones and how they are used within the specified units.

Response: The 2500 is a standard single line set and would operate under the same features and restrictions.

Question 32: Page 36, Schedule D, Section 7.6.7, Non recurring charges, Provide the rate and conditions that charges would apply for State initiated activity." What would be an example of State initiated activity?

Response: Possible telecommunication room being remodeled, expanded or moved at the State's request.

Question 33: Please supply information on any new correction facility construction or expansion scheduled during the term of the contract.

Response: At this time there are no new correction facility construction or expansions scheduled during the term of the contract.

Question 34: Section 6.2.7, How many systems administrators will be required.

Response: See response to Question 29 above.

Question 35: Page 17, Section 6.3.1, paragraph 2, What type of recording equipment is currently in place?

Response: Dictaphone, multi-channel tape recorder.

Question 36: Section 6.4, Will the incumbent vendor be required to replace existing ITS equipment and telephone instruments with new equipment if the incumbent wins the contract?

Response: See response to Question 9 above.

Question 37: Section 6.4, How many TDD telephones will be required?

Response: Unknown, however, vendors are encouraged to supply a solution for incorporating TDD into the Inmate/Resident Telephone System.

Question 38: Section 6.5, Who owns the existing wiring and will the winning bidder be allowed to use it?

Response: State owned. Yes.

Question 39: Section 6.1.9, Are the county facilities to be installed in the three month window for installations?

Response: Installation dates determined by the County.

Question 40: Section 1.0, Are the counties required to buy from the state contract or can they negotiate on their own?

Response: Counties are not required to utilize the contract. With respect to contracting on their own, counties must comply with local procurement law.

Question 41: Would the State consider extending the three month installation period to a more realistic period considering the large number of facilities to be installed?

Response: Yes, will work with awarded vendor.

Question 42: Section 6.2.2.1, What measured parameters are included in the Network Performance Standards?

Response: Availability and throughput.

Question 43: Section 6.2.2.2 D, Will the State clarify the statement "within three days of order receipt"? Verizon intervals for installation of business lines is four days minimum (for more than 4 lines).

Response: State will work with vendor.

Question 44: Section 6.2.2.2 C, Will the State further define the maintenance severity levels?

Response: See Revision 1 to the RFP above.

Question 45: Section 6.2.5, Will the State further clarify "postalized transport charges"?

Response: Fixed flat rate, not affected by time of day, and/or day of week.

Question 46: Section 6.2.6, Will the State further clarify the meaning of "priority changes" required to be accomplished within five minutes.

Response: Changes required during an emergency situation.

Question 47: Section 6.3, In reference to not taking the system off line to make software additions/changes, would the State consider allowing software upgrades to be done after hours when the system could be taken down?

Response: Yes

Question 48: Section 6.3, Last Paragraph, Will the new vendor be required to interface with a commissary system.

Response: No.

Question 49: Will site visits be allowed prior to completing the proposal?

Response: See Question 18 above.

Question 50: Would the State consider a reasonable extension of the proposal due date to allow a more comprehensive proposal to be prepared?

Response: See revised bid opening date above.

Question 51: Front Page, Item 13, Is the one day delivery requirement applicable to this RFP?

Response: See Revision 7 to the RFP.

Question 52: Due to the complexity of the RFP requirements, for a vendor to give a complete response, will the State grant an extension?

Response: See revised bid opening date above.

Question 53: Page 1, Section 1.0, Will the State accept multiple options within the same response or should the options be submitted under a separate response.

Response: See Question 19 above.

Question 54: Page 2, Section 3.3, Will the State provide each vendor with a written copy of all questions submitted and the States response?

Response: Yes

Question 55: Page 11, Section 6.1.8,

- (1) Will the State accept two checks each month for commission payment? One for intraLata, and one for interLata?
- (2) The time frame of 15 days for the commission check preparation is this time frame requirement for the trial only? Is this time frame mandatory for the final selected prime vendor?
- (3) Is the State willing to work with a prime vendor provided the monthly commission check is issued within 3-4 days of the 15-day requirement.

Response:

- (1) Yes, Two checks and a copy of the call detail will be acceptable.
- (2) Yes, fifteen day period for trial period and for final contract award
- (3) No extension on 15 day period.

Question 56: Page 11, Section 6.1.8, Will the State accept commission payments via Electronic Funds Transfer (EFT)?

Response: No.

Question 57: Page 11, Section 6.1.9, What are the minimum requirements for installation if a county piggybacks on the State contract? Does the three months include the county locations?

Response: See question 39 above.

Question 58, Page 12, Section 6.2.2.2, Would the State better define service outages and severity levels?

Response: See question 44 above.

Question 59: Page 15, Section 6.2.7, What is the minimum requirement for site administrators?

Response: See Section 6.2.7 and 6.7 in the RFP.

Question 60: Page 15, Bubble Form

- (1) What is a bubble form and what is the purpose of the scanner and the 800 number?
- (2) Does the State have a standardized format for the bubble form?
- (3) Will the State accept alternative technology for the intake of prisoners (e.g. web-based application) and the assignment of administrative PINS, etc?
- (4) What is the State's requirement for retention of the bubble form?

Response:

- (1) See question 28 above.
- (2) See Attachment Sample Form
- (3) Vendors must supply bubble forms, but the DOC/JJC will consider alternate methods.
- (4)The DOC/JJC will retain all bubble forms.

Question 61: Page 16, Section 6.3.1, Please define call splitting.

Response: During call setup, the calling party and called party will not be connected.

Question 62: Page 40, Section 7.7.3, Is it the State's intention for the rates not to exceed the local exchange carrier rates?

Response: Yes

- Question 63: Page 40, Section 7.7.3, (1) Will the State please elaborate on what they are looking for in each category: Transport charge, Service Charge, BPU/FCC Surcharge.
 - (2) Is the maximum interLATA call surcharge of \$3.00 for all intraState and interState interLATA calls?
 - (3) Is there a specific requirement for the maximum per minute transport fee?
 - (4) How will the surcharge and per minute rates be weighted/evaluated?

Response:

- (1) Lowest rate
- (2) Yes
- (3) No

Yes

(4) To be identified in the evaluation criteria which will be available at the bid opening.

Quéstion 64: Page 14, Section 6.2.5, Would the State consider it an advantage to charge a lower surcharge?

Response:

Question 65: Does the State allow T1 or line concentration i.e. one (1) central office line for 24 inmate lines? Does the State prefer a 1-to-1 ratio of lines to phones?

Response:

No preference

Question 66: What weighting will be given to the various criteria, commission, operational solution, end-user rates, etc?

Response:

Evaluation information will be given out at the bid opening.

Question 67: Is the Prime Vendor required to name the subcontractor to be utilized for provisioning of the inmate call control technology?

Response:

Yes, subcontractors must be identified and meet the same requirements as the primary bidder.

Question 68: Page 9, Section 6.1.4: What quality standard does the P.01 grade of service belong? Can the State elaborate on what is meant by a P.01 grade of service at all times, including the busy hour?

Response:

Only one call in one hundred, under all conditions, including the busy hour, can be blocked.

Question 69: Page 17, Section 6.3.2, Can the State clarify what is meant by "no two telephones can be connected to the same line at the same time"?

Response: No two telephones can be bridge on the same circuit.

Question 70: Page 24, Section 7.7.3,

- (1) Can the state clarify what is meant with "flat rates"?
- (2) Does the State know that there is a regulated "usage (per minute) charge for the intra-LATA calls in addition to the "flat" surcharge?

Response: (1) Flat rate is a fixed amount per minute.

(2) Yes

Question 71: Page 14, Section 6.2.5, Does the State have a requirement for a flat service charge for Local Collect calls which are different than Intra-LATA collect calls?

Response: Yes, see Revision 2 to the RFP above and attached Revised Schedule G.

Question 72: What is the weighting/evaluation criteria on commissions paid to the State?

Response: See Question 66 above.

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Question 73: Will the State accept different commission offers: one for local/intraLATA and one for the InterLATA traffic?

Response: Yes, see attached Revised Schedule Q.

Question 74: Section 6.2.2, Repairs, Can the State define repairs and the classification/priority for them? For example, broken handsets, system outage, static on line, crosstalk, etc. Is the State saying that all repairs, regardless of the nature/severity must be repaired in the time frame specified?

Response: See Revision 1 to the RFP above and Section 6.2.2.2 (C), second sentence which states "Total duration time may be less than twenty-four hours if the reported trouble is deemed a higher severity level by the DOC or JJC."

Question 75: Is it necessary for the prime contractor to "name" the vendor utilized to provide the Inmate Control System?

Response:

Yes, see question 67 above.

Question 76: If a prime contractor submits two bids, each with a different Inmate Control System sub-contractor, will the State allow two separate trials by the "prime" if both responses are selected by the State?

Response:

Yes

Question 77: Page 14, 800 calls: Does the State know approximately how many Public Defender's provide 800 numbers to the inmates?

Response:

None at this time.

Question 78: Page 17, Section 6.3.3, Usage Studies, Can the State elaborate on their requirement for a report which provides "words or groups of words used during conversations?

Response:

State desires the ability to review previously recorded conversations for words or group of words..

Question 79: Must the prime vendor identify and name, in their response, all subcontractors they intent to use.

Response:

See Question 67 above.

Question 80: Section 6.2.6, Remote Access Software Requirements: Individual and Bulk Station Feature Changes - Can the State elaborate on this requirement as it pertains to inmate telephone stations? What type of changes would be scheduled six months in advance?

Response:

See Question 8 above.

Question 81: Section 6.1.8, System Evaluation, Will the State of NJ allow the bidder a longer trial period, for example, four months?

Response: See response to Question 30 above.

Question 82: Section 6.1.9, Implementation Plan, For the purpose of quality control, will the State allow the bidder to develop a project plan extending beyond three months?

Response: The State goal is three months. However, the State will work with awarded vendor.

Question 83: Section 6.2.1, Reliability/Availability, Will the State allow the use of a managed Voice over Internet Protocol (VoIP) network that meets the States Performance Standards in Section 6.2.2.1.

Response: No, cannot guarantee the availability and reliability of P.01 Grade of service on the Internet.

Question 84: Section 6.2.6, Remote Access Software Rearrangements, Will the State allow a centralized database for all facilities that allows individual secure system access to each facility database as required?

Response: Yes.

Question 85: Section 6.3.1, Authorized System Features,

- (1) Will the State allow for live monitoring of inmate calls in progress from remote sites as well as from the correctional facility?
- (2) If this feature is implemented, will the State allow live monitoring software to be installed on authorized PC desktops running the Windows operating system?

Response: (1) State will allow on site and remote live monitoring.

(2) Yes, if on vendor provided PC's only.

Question 86: Section 7.0, Proposal Preparation and Submission Instructions, For the purpose of a more comprehensive system evaluation, will the State allow bidders to submit a proposal to install two different trial systems as defined under Section 6.1.8.

Response:

Yes, if both solutions are selected.

Question 87: Page 17, first paragraph, "All recording equipment must be compatible with the existing system to read all discs currently on file. The bidder should provide information on additional systems feature available for consideration."

Is it the State's intent to have bidder's provide the latest technology in recording/monitoring and seamless integration to the call control system proposed? If this is the case, it seems contradictory to have compatibility with a system that was released in 1994 and no longer manufactured. The optimum way to handle the stored media would be for the State to negotiate with the current contract holder for a nominal number of units to remain for review of archived media.

Response:

Yes, see Revision 3 to the RFP above.

Question 88: Section 3.5(A) and (B), Will the State consider modification of this Section to more closely conform to the fact that this is a concession contract and not a contract for purchase of services by the State? The following language is suggested:

"In the case of termination of this agreement under Subsection a of this Section, the Contractor shall be compensated for a pro rata share of startup costs based on the ratio of the total startup cost the remaining portion of the initial term at the time of termination of the agreement."

Response: No.

Question 89: Section 3.7 and Section 3. 8, If the contract is extended to other correctional facility, or city and county correctional facilities under this provision, will contractor be permitted to adjust the commission rate paid for those additional facilities to compensate for different costs of service and/or different revenue received due to alternate calling or inmate population patterns?

Response: No, see response to Question 22 above.

Question 90: With respect to the requirement in Phase 2 to "make fully operational the exact system proposed in their bid response in the correctional facility selected by the State,," how many telephones does the State contemplate will be installed in the test system? For example, will the entire facility need to be installed or will it just be a sample system with only a few telephones?

Response:

Two telephones per selected bidder per test system.

Question 91: Will the State consider inserting a clause into the contract between the State and the successful bidder which would grant the Contractor an equitable adjustment in either the commission structure or other terms of the contract If a change in law ore regulations applicable to this contract should have an adverse affect on the contractor's performance or revenue under this contract?

Response:

No.

Question 92: Standard Terms & Conditions, Page 4, Item 3.8 and all pages that reference County language throughout the RFP. Is the State officially stating that the NJ Counties named in the last page of the RFP have given up their right to decide whether they will piggyback off the State agreement in advance thereby guaranteeing the winning vendor those County Jails?

If no to the above, will the State consider revising the RFP by eliminating all County references?

Response:

No, the decision to participate in the contract remains with the counties. The State will not eliminate county references.

Question 93: Standard Terms & Conditions, Page 5, Item 3.18, How will the State determine a vendor's financial capability? Will the State request a Dunn & Bradstreet, 10-Q's annual reports."

Response: Yes, State will utilize a Dunn & Bradstreet.

Question 94: Standard Terms & Conditions, Page 6, Item 4.7, Will the State explain "Reciprocity" in more detail and provide a copy of statues NJSA 52:32-14 and NJAC 17:12-2.13? Response: Reciprocity is explained in the fourth sheet of the RFP. These regulations and statues are a matter of public record. They also can viewed at the Purchase Bureau

Question 95: What is the local inmate station collect service charge rate cap?

Response: See Revision 2 to the RFP above and Schedule G.

Question 96: What is the rate cap on the "Transport" portion for all four (4) call types?

Response: No rate cap on transport charges. Once contract is awarded, transport charges will be capped for the duration of the contract.

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Question 97: Could you please clarify which specifications are mandatory and which ones are not? Example: Specification 6.3.2, which System Controls and Restrictions are mandatory.

Response: The system controls and restrictions listed in Section 6.3.2 are preferred, but not imandatory. Alternate solutions would be considered. See Section 7.8.2, vendor to provide detail description of controls and restrictions.

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Question 98: Specification 3.5 and 3.6, Please provide the State's definition of a "Subcontractor."

Response: The subcontractor is one who has entered into a contract, express or implied, for the performance of an act with the person who has already contracted for its performance.

Question 99: Under specification 3.6, must all subcontractors file with the Division of Revenue?

Response: Yes.

Question 100: Specification 6.3, Please explain in a step-by-step description on how the "Scanners" will be used and is it the intent that once scanned a vendors system is automatically updated?

Response: See Question 28 above.

Question 101: Can (vendor) receive an electronic copy (Word (format) of the State's RFP and any addendums?

Response: No, the RFP is not available electronically.

Question 102: Will the State provide calling statistics for DOC and JJC facility by call type?

Response: See Question 3 above.

Question 103: Does the State have plans to expand existing facilities or add new prisons during the term of this contract?

Response: None at this time.

Question 104: Is the State interested in lower rates and proportionate commissions? Which has greater value to the State: Commissions or end user rates?

Response: Evaluation criteria to be available at bid opening.

Question 105: Section 6.1.4, In the bid it states "The State can not guarantee continuous operating ranges of temperature and humidity." Is the inmate telephone equipment room air-conditioned?

Response: Most facilities are air-conditioned and all have adequate ventilation.

Question 106: Section 6.3.1, In the bid it states, "All recording equipment must be compatible with existing system to real all discs currently on file." What type of media are you presently using to store voice recordings, (CDs, diskettes, reel to reel)?

Response: Tapes, see revision to RFP above.

Question 107: Section 7.0, Proposal Preparation and Submission Instructions, The RFP does not state where to send the RFP responses. Would the State please provide the location where RFP's are to be submitted.

Response: See page one, Item on of the RFP.

Question 108: Bubble Form, Hand Out,

- (1) What is the intended use of the SBI Number listed on the Bubble Form?
- (2) When will the SBI Number be assigned?
- (3) Who will fill in the number on the Bubble Form.
- (4) Can multiple inmates have the same SBI Number?
- (5) How frequently are inmates allowed to add/delete/change the called allow list?

Response:

- (1) State use only
- (2) State use only
- (3) Inmate/Resident
- (4) No
- (5) Every ninety days

Question 109: When an inmate updates his call list/form, should the contractor delete the old forms or retain them for historical information?

Response: State retains the Bubble Form. Contractor does not have to retain the forms.

Question 110: Will the State want to be able to retrieve the "NJ DOC Inmate Pin Assignment" bubble form from the contractor for the "Signature" verification only?

Response: State retains the Bubble Form.

Question 111: Will the State require on line access to the bubble form after completed or will a hard copy meet the State's needs?

Response: Yes, see Section 6.2.6, first paragraph.

Question 112: On the Ownership Disclosure Form, we assume we must list our corporate officers. Are we in compliance if we do not include home address and birth dates?

Response: Yes, can use corporate address.

Question 113: Should the Local Exchange Carrier receive approval to raise the tarrifed rates, will the rates specified in the RFP allow for an increase to that ceiling?

Response: No.

Question 114: Page 29-31, Section 8.0-8.2.11, The State has provided the evaluation criteria in the sections listed above but has not provided the weight or value of the evaluation criteria. May we suggest you assign points to each to total 100?

Response: See response to Question 66 above.

Question 115: Page 30-31, Section 8,17 Cost to end user, 8.18 Commission Rate, 8.2.10 Cost to end user, 8.2.11 Commission Rate, Cost to the end user is in direct conflict to the commission rate. What is more important, low rates or high commissions? The lower the rate the lower the commission. Please see question 114 above, assigning a weight to this criteria will assure that all vendors can respond on an equal playing field.

Response: See response to Question 66 above.

Question 116: Page 30, Section 8.18 and page 31, Section 8.2.11, Over the past few years some states have issues laws that reduce and eliminate commissions while lowering rates. If this were to happen in New Jersey, how would it affect this contract?

Response: Question is speculative. No such law enacted.

Attached is a copy of the bidders who attended the Mandatory Bid Conference based on the completion of the white cards distributed at the conference.

Addendum No. 3 is to be incorporated and become a part of proposal 02-X-32533.

Very truly yours,

Q. Lello

Antoinette Lello

Attachments:

- 1. Schedule G
- 2. Schedule Q
- 3. Subcontractor Utilization Plan Form
- 4. List of Facilities
- 5. Bubble Form
- 6. Bidder Conference Attendees

Inmate/Resident Telephone Control Service Schedule G (REV 1)

7.7.3 Call Billing

Provide the description and charges for the component parts to be applied to all inmate/resident station to station collect calls and the measurement of time for these charges.

Local rate	
	\$
	\$
	\$
IntraLATA rate	
	\$
	\$
	\$
InterLATA rate	\$
	\$
	\$
Interstate rate	\$
	\$
	\$

Comments:		

÷

Inmate/Resident Telephone Control Service Schedule G

7.7.3 Call Billing (continued)

Provide a postalized transport charge, flat rate service charge and any additional surcharges for a call of 5 minutes placed at any time period, as collect station to station from NPA-NXX 609-292 to the following:

	Call Charge
Trenton - NPA-NXX 609-292	
Transport charge Service charge BPU/FCC surcharge	\$ \$ \$
Atlantic City - NPA-NXX 609-441	
Transport charge Service charge BPU/FCC surcharge	\$\$ \$\$
Jersey City - NPA-NXX 201-795	
Transport charge Service charge BPU/FCC surcharge	\$\$ \$\$
Red Bank - NPA-NXX 732-741	
Transport charge Service charge BPU/FCC surcharge	\$\$ \$\$
Camden - NPA-NXX 856-614	
Transport charge Service charge BPU/FCC surcharge	\$\$ \$\$

Inmate/Resident Telephone Control Service Schedule G

.7.3	Call Billing (continued)	
	Elizabeth - NPA-NXX 908-820	
	Transport charge	\$ \$
	Service charge	\$
	BPU/FCC surcharge	\$
*	Newark - NPA-NXX 973-648	
	Transport charge	\$
	Service charge	\$
	BPU/FCC surcharge	\$
7	New York City, NY - NPA-NXX 212-425	
	Transport charge	s ·
	Service charge	\$
	BPU/FCC surcharge	\$
	Philadelphia, Pa - NPA-NXX 215-965	
	Transport charge	Ś
	Service charge	\$
	BPU/FCC surcharge	\$
	San Juan, Puerto Rico - NPA-NXX 787	-725
	Transport charge	Ś
	Service charge	\$
	BPU/FCC surcharge	\$
	Comments:	

Any charges not identified will not be paid.

Inmate/Resident Telephone Control Service Schedule Q (Rev 1)

			llable
	revenue for each year of the contra	ict.	
	Local INTERLAT	'A INTRALATA I	nterstate
,	Oct. 1, 2002 - Sept. 30, 2003		
1	Oct. 1, 2003 - Sept. 30, 2004		
	Oct. 1, 2004 - Sept. 30, 2005		
	Oct. 1, 2005 - Sept. 30, 2006		
	Oct. 1, 2006 - Sept. 30, 2007		
	One year renewal terms at the State's option.		
	Oct. 1, 2007 - Sept. 30, 2008		
	Cct. 1, 2008 - Sept. 30, 2009		
	Ability to provide commission check information to State Treasurer's of initial response.		_
		YES	NO
	Send to State Treasurer's office each month within fifteen days		
mments:			

NOTICE TO ALL BIDDERS

NOTICE OF INTENT TO SUBCONTRACT FORM

SUBCONTRACTOR UTILIZATION PLAN FORM

PROCEDURES FOR MINORITY-OWNED AND WOMAN-OWNED BUSINESS PARTICIPATION AS SUBCONTRACTORS

The contract(s) to be awarded as a result of this Request for Proposal (RFP) will include minority-owned and woman-owned business subcontracting goals pursuant to NJAC 17:13-4.1(a)2. Each bidder is required to make a good faith effort to meet the set-aside subcontracting goals of awarding seven percent (7%) and three percent (3%) respectively, of the value of the contract to New Jersey-based, New Jersey Commerce and Economic Growth Commission (Commerce)-certified or -certifiable minority-owned and woman-owned businesses. Bidders must respond to this requirement by completing the *Notice of Intent to Subcontract* form. Failure to include a completed and signed *Notice of Intent to Subcontract* form will be sufficient cause to reject a bidder's proposal as non-responsive.

Any bidder intending to subcontract, pursuant to Section 3.11 of the Standard Terms and Conditions, must complete the Subcontractor Utilization Plan (Plan). Bidders are instructed to list all proposed subcontractors on the Plan. A bidder intending to subcontract, must include a completed and signed Plan or be subject to rejection of its proposal as non-responsive.

DEFINITIONS:

"New Jersey-based business" means a business that has its principle place of business located in the State of New Jersey.

"Minority-owned business" means a business that is independently owned and operated and at least 51 percent (51%) of which is owned and controlled by a person/persons who is/are African American, Latino or Asian American.

"Woman-owned business" means a business that is independently owned and operated and at least 51 percent (51%) of which is owned and controlled by a woman or women.

"Commerce-certified or -certifiable" means a business that meets the requirements and definitions of minority-owned and/or woman-owned business and has been certified as such or can become certified as such by Commerce. A certification document is issued by Commerce to certified businesses.

"Eligible" means a Commerce-certified or -certifiable minority-owned or woman-owned business that has its principal place of business located in the State of New Jersey.

PROCEDURE:

If a bidder intends to subcontract with eligible businesses, the following actions should be taken to achieve set-aside subcontracting goal requirements:

- 1. Attempt to locate eligible businesses appropriate to the RFP:
- 2. Request a listing of minority-owned and woman-owned businesses from Commerce;
- 3. Record efforts to locate eligible businesses, including the names of businesses contacted and the means and results of such contacts:
- 4. Provide all potential subcontractors with detailed information regarding the specifications;
- Attempt, whenever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price quotes;

REQUIRED SUBMISSION

STATE OF NEW JERSEY DIVISION OF PURCHASE AND PROPERTY (DPP) NOTICE OF INTENT TO SUBCONTRACT FORM

THIS **NOTICE OF INTENT TO SUBCONTRACT** FORM MUST BE COMPLETED AND INCLUDED AS PART OF EACH BIDDER'S PROPOSAL. FAILURE TO SUBMIT THIS FORM WILL BE CAUSE FOR REJECTION OF THE BID AS NON-RESPONSIVE.

	DPP Solicitation Number DPP Solicitation Title	e:
*	Bidder's Name and Address:	
INSTRUCTIONS	S: PLEASE CHECK ONE OF THE BELOW LISTED BO	OXES:
If awarded	d this contract, I will engage subcontractors to provi	ide certain goods and/or services.
	THAT INTEND TO ENGAGE SUBCONTRACTORS	
If awarded services.	d this contract, I do not intend to engage subcont	tractors to provide any goods and/or
ALL BIDDERS CERTIFICATION	THAT DO NOT INTEND TO ENGAGE SUBCONTEN:	RACTORS MUST ATTEST TO THE FOLLOWING
contract to eng Standard Terms of Purchase an engaging subco	y that if the award is granted to my firm and if I agage subcontractors to provide certain goods and s and Conditions, I will submit the <i>Subcontractor U</i> and Property in advance of any such engagement of ontractors, I will make a good faith effort to achieve at, and I will attach to the <i>Plan</i> documentation of such <i>Bidders</i> .	d/or services, pursuant to Section 3.11 of the ltilization Plan (Plan) for approval to the Division of subcontractors. Additionally, I certify that in the subcontracting set-aside goals established
PRINCIPAL OF	FIRM:	
	(Signature) (*	Title) (Date)

REQUIRED SUBMISSION

STATE OF NEW JERSEY & DIVISION OF PU SUBCONTRACTOR UTIL (REFERENCED IN REP STANDARD TER	LIZATION	PLAN		P Solicitat	ion No.:							
NOTE: If utilizing subcontractors, failure to form will be sufficient cause for rejection of the Bidder's Name and Address:				P Solicitat	ion Title:							
Bidder's Name and Address:				⊠Bidder's Telephone No.: □ Bidder's Contact Person:								
INSTRUCTIONS: List all businesse	es you intend	to use as	subcon	tractors.	This form may be duplicated	for extended lists.						
SUBCONTRACTOR'S NAME ADDRESS, ZIP CODE TELEPHONE NUMBER	ECONON	ED WITH NJ	н сомм		TYPE(S) OF GOODS OR SERVICES TO BE	ESTIMATED VALUE OF						
AND VENDOR ID NUMBER	YES	NO	YES	NO	PROVIDED	SUBCONTRACTS						
* For those Bidders listing Minority-Commission Certification or application f set-aside goals, also attach documentation	or Certification	for each s	ubcontra	ctor listed.	If bidder has not achieved estab	olished subcontracting						
I hereby certify that this Subcont subcontractor has been notified that its name being submitted for this co writing, if the award is granted to Property upon request.	t it has been entract. Addit	listed on tionally, I	this Plan	n and that that I shal	each subcontractor has cons I notify each subcontractor li	ented, in writing, to sted on the Plan, in						
I further certify that all information of truth of the information in awarding PRINCIPAL OF FIRM:	contained in t the contract.	this Plan i	s true a	nd correct	and I acknowledge that the S	tate will rely on the						
(Signature)				(Title)		(Date)						

Juvenile Justice Commission Resident Calling Sites

Facility	Address	Resident Population	Resident Telephones
New Jersey Training School	1 State Home Road Jamesburg, NJ 08831 732-521-0030	126	26
Stabilization & Reintegration	800 Carranza Road Tabernacle, NJ 08088 609-268-1424	70	4
Juvenile Medium Security Facility	1 Burlington Street Bordentown, NJ 08505 609-298-8222	120	7
Reception & Assessment Center	1 Burlington Street Bordentown, NJ 08505 609-324-6400	144	18
Valentine Unit	1 Burlington Street Bordentown, NJ 08505 609-324-0329	34	4 :
Hayes Unit	1 Burlington Street Bordentown, NJ 08505 609-324-0392	80	5

NJ DEPT. OF CORRECTIONS INSTITUTIONS/INMATE TELEPHONES AS OF AUGUST 2001

INSTITUTION	INMATE POPULATION	INMATE TELEPHONES
CORRECTIONAL FACILITIES Adult Diagnostic & Treatment Center 8 Production Way Avenel, NJ 07001	630	24
732 574-2250 Albert C. Wagner YCF 500 Ward Ave.	1287	75
Bordentown, NJ 09505 609 298-0500		
Bayside State Prison 4293 Rt. 47 Leesburg, NJ 08327 856 785-0040	2059	117
Central Medical Unit 601 Hamilton Ave. (at St. Francis Medical Ctr.) Trenton, NJ 609 633-2370	18	30
Central Reception & Assignment Facility Stuyvesant Ave. (on the grounds of Trenton Psych. Hosp.) West Trenton, NJ 08628 609 984-6000	813	45
East Jersey State Prison Rahway Ave. Woodbridge, NJ 07065 732 499-5010	1713	127
Edna Mahan Correctional Facility for Womer 30 County Rt. 513 Clinton, NJ 08809 908 735-7111	1148	61
Garden State YCF Highbridge Rd. Yardville, NJ 08620 609 298-6300	1679	85
Mid-State Correctional Facility Building # 8401 Range Rd. Fort Dix, NJ 08562 609 723-4221	618	37
Mountainview YCF US Route 22 Annandale, NJ 908 638-6191	1132	48
New Jersey State Prison Third and Federal Sts. Trenton, NJ 08625 609 292-9700	1875	84

Northern State Prison 168 Frontage Rd. Newark, NJ 07114 973 465-0068	2324	215
Riverfront State Prison Delaware Ave. and Elm St. Camden, NJ 08101 856 225-5700	1136	71
Southern State Correctional Facility 4295 Rt. 47 Delmont, NJ 08314 856 785-1300	1476	114
South Woods State Prison 215 Burlington Rd. South Bridgeton, NJ 08302 856 459-7000	3249	351
SATELLITE UNITS		
SRP Boot Camp Rt. 72 New Lisobi (ACWYCF)	136	10
6099 726-0804		
Ancora Unit (BSP) Spring Garden Rd. Hammonton, NJ 08037 856 561-5246	332	19
Rahway Camp (EJSP) on the grounds of ADTC 8 Production Way Avenel, NJ 732 499-5467	122	6
Jones Farm (CRAF) Bear Tavern Rd. West Trenton, NJ 08628 609 530-3996	274	7
Mariboro Camp(EJSP) Rt. 520 Mariboro, NJ 732 499-5106	118	7
Stokes Forest Unit (MYCF) 95 Deckertown Turnpike Sussex, NJ 07461 973 875-4470	110	5
TOTAL	22249	1538

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NJ DOC IPIN ASSIGNMENT FORM-SAMPLE DRAFT

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Janice McGuigon Verizon 389 Old Forge Road Media, PA 19063

Kathleen Kelly Verizon 2475 Koons Road Quakertown, PA 18951

William B. Arfken Veriozon 8 Lori Street Monroe Twp., NJ

Tim Vaughn Evercom 8201 Tri Star Drive Irving, TX 75063

James McKinney Kellee Communications Group, Inc. Washington National Airport GAT Hanger 7, Ste 213 Washington, DC 20001

Bob Hallander MCI Worldcom 2520 Northwinds Parkway Suite 500 Alparetta, GA 30004

Phil Apanovitch PCS 11859 Wilshire Blvd. Suite 600 Los Angeles, CA 90025

Daryl Doran Thales Contact Solutions 35 Camillo Drive Wayne, NJ 07470

Joseph A. Giegerich Science Dynamics Corp. 1919 Springdale Road Cherry Hill, NJ 08003

Dick Tighe Qwest 325 Columbia Tpk. Suite 102 Florham Park, NJ 07932 Teresa Ridgeway Global Tel Link 2609 Cameron St. Mobile, AL 36607

James DeHaven Focal Communications 333 Thornall St. 4th Floor Edison, NJ 08837

T-Netix, Inc. 2155 Chenault Drive Suite 410 Carrollton, TX 75006

Attn: Proposal Manager Bob Lynch T-Netix 26 Highland Tpk. Wayne, NJ 07470

Tim Miller AT&T (TCG) 340 Daniele Drive Ocean, NJ 07712

Thomas McLellan AT&T 30 Knightsbridge Raod Piscataway, NJ 08854

Michael Hanes Sprint 218 Washington Street Butler, PA 16001

Dennis Yanrington Sprint Corp. 1 Independence Way Princeton, NJ 08540

Charles Weg Sprint LD 1 Independence Way Princeton, NJ 08540 T-Netix, Inc. 2155 Chenault Drive Suite 410 Carrolton, TX 75006

John Coffey